Integrating Sustainability Into DC’s E-Procurement System

By Jonathan Rifkin
Sustainable Purchasing Coordinator, DC Office of Contracting and Procurement
May 21, 2014
What happens if...

I win the lotto...

I get hit by a bus...
Building the Sustainable Specification

Sustainable SOW Development

- Other Jurisdictions
- Programmatic Input
- Current DC Practices
- Vendor Input

Prioritized Product & Service Categories
E-Procurement: Background

- OCP has been using Ariba Buyer for almost 10 years and launched two additional Ariba Modules in FY11-12.
- OCP was fortunate to be launching a Sustainable Purchasing Program during the same period.
Integrating Sustainability Into the Purchasing Process

Pre-Solicitation
• Acquisition Planning Procedures.
• SOW Template revision and training
• Utilize the EPPS Indicator in RQ.

Solicitation
• Process revisions.
• Revised drop down menu and fields in Sourcing and Contracts Module.

E-val & Award
• CCM collection of EPPS info from bidder and offerer.
• Green Attestation document.
• CCM Tracking tools utilized.

Contract Admin
• Spend Capture via Ariba or Green Spend Reports.
• Incorporate Green into CA skill set.
A “Green Purchase” field will be added to the OAPT Template.
Green Product OAPT Field Promotes Strategic Planning

If product category is potentially sustainable, or program thinks a RQ could be sustainable, they will indicate “Yes” in the Green Field.

Programmatic input will:

- Force programmatic stakeholders to think about sustainability.
- Help the Sustainable Purchasing Team to anticipate which agencies should be coached as to whether or not to apply sustainable specifications.
- Prompt procurement staff to ask client agencies to apply Sustainable specifications when processing a RQ.

Indicating that a contract is potentially sustainable does not obligate a program to apply a sustainable specification.
The Sustainable Statement of Work template will provide SOW writers with a simple choice. When purchasing a potentially sustainable product or service, do I:

✔ Use the Sustainable SOW,
✔ Not use the Sustainable SOW.

Program Staff will not:
• Be expected to be a “green” expert.

Program’s will:
• Be expected to know when a procurement is potentially sustainable, and consider applying sustainable language.

OFFICE OF CONTRACTING AND PROCUREMENT
STATEMENT OF WORK TEMPLATE FOR ENVIRONMENTALLY PREFERABLE PRODUCTS AND SERVICES

C.1 Scope
The Office of Contracting and Procurement, on behalf of __________ [State user agency]______ seeks a contractor to provide _________ [State the requirement for which a contractor is being sought].

• State the goal of the procurement.
• Describe the size and other parameters of the project that will assist in pricing the requirement.

Include a timeline for completion and a level of effort so that a supplier or contractor can respond to the solicitation with a proposal and cost estimate.

C.1.1 Applicable Documents
After writing a “Green” SOW, program would indicate the procurement as EPP, with a clear and vetted substantiation of the Green Product or Service.
Contracting Staff would designate a contract as “EPP” and choose from the designated drop down menu, if and when they receive a SOW with EPPS specifications embedded.
Opting Out – EPPS Indicator Utilized

If Program opts not to use the EPP SOW they must indicate reason:
- N/A.
- Cost prohibitive.
- Performance/Utility Concerns.
Solicitation – E-Sourcing EPPS Improvements

Contracting Staff will attach the corresponding Vendor Attestation document to each Sustainable solicitation. The document will prompt the Offerer to answer specific questions about the sustainability of their product.
Challenges

1) Dollar thresholds for implementation?
2) Isolating sustainable spend difficult.
3) The system is still only as good as people’s ability to utilize the sustainable specifications, but...

A very promising step in the right direction...